

APPENDIX I

PERMITTEE MAINTENANCE CHECKLISTS

Sample Pre-season task checklist

Prior to opening of the area to the public for the season, the permittee will be responsible for assuring that all facilities are clean and operational. We suggest using the following checklist:

- Clean toilets inside and out. This includes cleaning all toilet vents, windows and screens, ceilings and light fixtures so they are free of cobwebs, bird and bees' nests, and any other obstructions.
- Clear areas of debris and safety hazards; replace missing signs.
- Clean upright grills, stoves, and fire rings. These facilities will be free of litter and ashes.
- Rake camp and picnic sites to ensure they are free of debris and litter.
- Pick up litter and debris from the campground, beach, picnic areas, boat launch, and parking lots.
- Pick up and dispose of litter and debris from shoreline.
- Wash tables; repair winter damage and tighten loose table and seat planks.
- Install all signs and posters provided by the U.S. Forest Service at bulletin boards. Make sure all signs are clean, fresh and readable.
- Remove brush from campsites and roadsides.
- Clear drainage ditches, culverts and grates of leaf litter and debris.
- Install swim ropes, buoys and depth markers at beaches and boat launches, if applicable.
- Redistribute sand at beaches.
- Inspect playground equipment (repair if needed).
- Inspect tables, benches, steps and hand railings, (repair if needed).
- Inspect docks-check rub rail and bumpers, look for loose boards, screws, bolt (repair/replace as needed).
- Inspect fishing piers-look for loose boards, screws, bolts (repair/replace as needed).
- Check, replenish, or replace fire extinguishers as needed.
- Rake tent pads.
- Check area for holes, stumps, hazardous limbs or trees, and other hazards.
- Cool ashes may be spread around the immediate area.
- Open and start up water distribution system for pre-season testing, then again after a satisfactory test result is confirmed.

Sample Operating Season Task Checklist

Facility Cleaning

- Clean toilets inside and out as needed, (check minimum of 2x/day).
- Clean water fountains as needed (check daily).
- Clean upright grills, stoves or fire rings & tables (after each party leaves).
- Make sure all signs are clean, fresh and readable.
- Remove bird and insect nests from facilities as soon as they are discovered.
- Pick up litter on a daily basis.
- Check garbage bins and recycling containers (if applicable) daily.

Graveled Areas and Hard Surfaces

- Rake and smooth graveled surfaces surrounding tables, stoves, grills, and toilets (weekly).
- Sweep or wash hard surfaces around tables, stoves, grills, and toilets (weekly).
- Parking spurs will be swept as needed to eliminate accumulations of leaves, soil and other materials.

Hazard Removal

- Remove rocks, logs, sticks or other similar natural objects, which create a safety hazard or an unsightly condition from all improved area (daily). Remove these hazards to a location approved by the Forest Service (or haul out of the site).
- The permittee will immediately notify the Forest Service of any hazards in the area, which the permittee is not able to remove.
- Trees will be kept free of nails, rope, wire, hazardous branches and other hazards that might endanger users or damage the trees.

Lawn Mowing and Trimming

- Mow and trim all currently maintained lawn areas throughout the season. Trimming at the areas will be done by the permittee.
- Permittee is expected to eradicate weeds in parking lots and tent pads. Herbicides need to be approved by the Forest Service before use.

Courtesy Docks

- Check docks (daily). Repair or replace parts as need arises.
- The permittee will immediately notify the Forest Service of any hazards that the permittee is not able to remove.

Fishing Piers & Playgrounds

- Check structures (daily). Repair or replace parts as need arises.
- The permittee will immediately notify the Forest Service of any hazards that the permittee is not able to remove.

Developed Recreation Component - Key Measures and Standards

Health & Cleanliness

- *1)** To keep humans free from unhealthy exposures to human waste, the waste is removed immediately upon discovery or notification. (Operations Crew)
- *2)** Water and sewage treatment systems meet state and federal standards. (Operations Crew)
- 3) Garbage does not exceed the capacity of the garbage containers. (Operations Crew)
- 4) Garbage containers are animal resistant. (Operations Crew)
- 5) Developed sites are free of litter and domestic animal refuse. (Operations Crew)
- 6) Graffiti is removed within 48 hours of discovery or notification. (Operations Crew)
- 7) Toilets and garbage locations are clean and free of objectionable odor. (Operations Crew)
- 8) If the "Pack In-Pack Out" program is used, the message is prominently displayed and any accumulations of trash are removed within 24 hours of discovery or notification. (Operations Crew)
- 9) All other facilities are kept clean. (Operations Crew)

Setting

- *1)** Effects from recreation use that conflict with environmental laws (such as ESA, NHPA, Clean water, TES, etc) are analyzed and mitigated as needed. (Site Mgr.)
- 2)** Offered recreation opportunities, site development, and management are consistent with ROS objectives and forest land management plan development scale. (Site Mgr.)
- 3) Landscape character at the developed site is consistent with the forest scenic integrity objective(s). (Site Mgr.)
- 4) A vegetative management plan is completed and implementation is on schedule. This includes correcting or preventing loss of vegetation and erosion caused by recreation use. (Site Mgr. & Operations Crew)
- 5) Numbers of people and vehicles are kept at or below site capacity. (Compliance Personnel)

Safety & Security

- *1)** A site safety inspection is completed annually. Documented high risk conditions are corrected prior to use. (Site Mgr. & Operations Crew)
- *2)** High risk site conditions, that develop during the use season are mitigated, or the site is closed. (Compliance Personnel)
- *3)** Employees, volunteers, and partners have dependable communications. (Site Mgr.)
- *4)** Activities prohibited under 36 CFR 261.14 sub-part A are dealt with appropriately. (Compliance Personnel)
- *5)** Utility systems meet applicable state and local regulations. (Engineer &/or Contractor)

6) Forest Service presence is sufficient to provide visitors a sense of security. Minimally, this includes posting a standard FS entrance sign, and FS employees visiting the site are wearing uniforms and driving vehicles displaying FS shield. (Compliance Personnel)

7) Patrols for an appropriate level of law enforcement occur. (Compliance Personnel)

Responsiveness

***1)** Facilities, when signed as accessible, meet guidelines in Universal Access to Outdoor Recreation: A Design Guide. (Compliance Personnel)

2) The site entrance is well marked, easily found, and the visitors feel welcome. (Compliance Personnel)

3) Information boards look fresh, professional, are uncluttered and contain appropriate current/seasonal information. Multi-lingual services are provided as needed. (Compliance Personnel)

4) Personnel, including seasonal employees and volunteers, demonstrate good customer service practices. (All personnel)

5) A visitor satisfaction and needs assessment is completed at least every five years. (Examples: Customer Comment Card, Customer Report Card, university studies, etc.) (Site Mgr.)

6) Visitor centers are staffed appropriately during seasons of use and current info. is available. (VIS Personnel)

7) Current and accurate Information, such as Forest visitor maps and brochures, about recreation sites is available from a variety sources and outlets, such as Forest or District offices or at rec. sites. (Site Mgr.)

Condition of Facilities

***1)** Restrooms are functional and in good repair. (Mtc. Crew)

2) All facilities, including parking and use Sites, meet FS design standards (such as SST's) and guidelines in Universal Access to Outdoor Recreation: A Design Guide, per the transition plan. (Capital Improvements) (Mtc. Crew & Site Mgr.)

3) Roads, spurs, water systems, and other structures meet the INFRASTRUCTURE definition for good condition which means the facility is fully serviceable and needs only routine maintenance. (Deferred & Annual Maintenance) (Mtc. Crew)

4) Signs and bulletin boards are well maintained and meet FS standards. (Mtc. Crew) 5) Roads within or adjacent to developed sites are treated or constructed to control dust. (Mtc. Crew &/or Contractor)

6) Vandalism is corrected or mitigated within one week of discovery or notification. (Mtc. Crew)

* Denotes Critical Standards

34 total standards; 10 are critical